

ATTACHMENT 4

SOP Review Checklist

Reference Number: NUMBER

Does the proposal contain:	Y	N	Comments
1. Cover letter with— <ul style="list-style-type: none">▪ Signature of governing State official▪ Contact name & information▪ Request for more restrictive requirements (if applicable)▪ Affirmation to carry out provisions & request subsequent amendment approval			
2. Detailed description & justification of more restrictive requirements			
3. Noncompliance enforcement procedures			
4. Mediation procedures			
5. Appeals procedures			

March 11, 2002